

**19 JUNE 2001**



**Real Property Management**

**OFFICE LAYOUT, COMMUNICATION  
REQUIREMENTS, BUILDING  
MODIFICATIONS AND ALTERATIONS, AND  
DISPLAYS AND SIGNAGE**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This operating instruction prescribes uniform procedures for realigning office furniture, providing communications service and requesting maintenance, repair and modification of facilities. It applies to all organizations that occupy space in HQ AFMC managed buildings. Reference AFI 32-1024, *Standard Facilities Requirements*; AFMCR 92-2, *HQ AFMC Facilities Fire Plan*; AFR 85-1, *Resources and Work Force Management*; DMATS Directives 1 through 8; HOI 32-2, *HQ Floor Space Allocation*; and WPAFBI 32-2001, *Fire Prevention Program*.

**SUMMARY OF CHANGES**

This revision defines responsibility of the using activity, procedures for requesting systems furniture repairs, and submission of move packages.

**Section A— Office Layout**

**1. Policy:** The Civil Engineer Group, HQ Support Office (88 ABW/CECH), ensures compliance with this HOI. Each two-letter organization in HQ AFMC will designate a focal point to work with 88 ABW/CECH. HQ AFMC organizations must submit all requests for space to 88 ABW/CECH for Office Space Allocation Panel action per HOI 32-2. Other organizations requesting space in Building 262 or 266 must coordinate the requirement with 88 ABW/CECH. Requirements for realignments within assigned space must be justified to 88 ABW/CECH for approval and implementation. If systems furniture is involved, 88 ABW/CECH will arrange for office layout planning. To minimize costs of moving systems furniture, equipment and reinstallation of telephones; personnel will move and realign, where possible, using existing furniture, equipment and telephones.

**2. Procedures for Preparing Office Layouts.**

2.1. For offices with systems furnishings.

2.1.1. Upon approval of a move or realignment of the organization, and at least 60 days before the intended move, the designated organizational focal point will coordinate with 88 ABW/CECH to prepare documentation for redesign and reconfiguration.

2.1.2. Only those changes essential to the operation or mission of the organization can occur. They must be fully substantiated on an AFMC Form 1030, **Systems Furniture Request**, and approved at the Directorate Level.

2.1.3. Send an AFMC Form 1030, for all actions; systems furniture repairs and reconfigurations, move of components, etc. to 88 ABW/CECH who will review the request to determine its validity.

2.1.4. If valid, 88 ABW/CECH will perform a feasibility study, and cost analysis if required, to make sure the changes can occur. The organization involved will coordinate during the design process before the actual move; however, 88 ABW/CECH is the final authority on configurations. 88 ABW/CECH will provide three copies of the final design to the requesting organization to support telephone work orders, Local Area Network (LAN) work orders, and internal planning. The work will not begin until the required material to complete the change is on hand.

2.1.5. The using activity is responsible for:

2.1.5.1. Coordination or liaison with 88 ABW/CECH to ensure desired changes are made as required.

2.1.5.2. Submission of the move package to 88 ABW/CECH, to include preparation of all required forms and contacting the LAN Help Desk (ext. 60917) to schedule required LAN relocations. See paragraph 3 for contents of move package.

2.1.5.3. Coordination with the Communications Management Officer (CMO) regarding scheduling of phone work, the LAN Help Desk regarding scheduling of LAN work, and 88 ABW/CECH regarding scheduling of systems furniture reconfigurations. **NO SYSTEMS FURNITURE WILL BE RECONFIGURED UNTIL PHONE AND LAN WORK CAN BE ACCOMPLISHED.**

2.2. Space Planning Guidelines. When designing an area, the needs of all building occupants must be considered. Floor space should average no more than approximately 130 square feet per person in the organization, as defined in HOI 32-2. Since office types and sizes need to be uniform throughout the Headquarters, the following standards will be used. Refer to Attachment 3 for type A, B, C, etc systems furniture workstations

2.2.1. Division Chief positions (three-letter) and Deputy Division Chief positions (if authorized) at the grade of Colonel and GS/GM-15 will be provided floor-to-ceiling offices where available. If not available and floor to ceiling offices cannot be built due to financial or construction limitations, then a systems furniture "A" station will be provided. The maximum size of a Division Chief's office shall be 260 square feet (13' x 20') and Deputy Division Chief's office, 192 square feet (12' x 16').

2.2.2. Systems furniture workstations are provided as follows.

2.2.2.1. Branch Chiefs (four-letter) are authorized a type "B" workstation (120 square feet).

2.2.2.2. Team Leaders serving in a supervisory capacity may be authorized up to a type "C" workstation (80 square feet). However, organizations should use discretion in selecting "C" stations. Since the floor space required for all offices and workstations must come from the

organization's total space allocation, their quantity impacts the size of workstations for all other employees.

2.2.2.3. All other personnel are authorized up to a 6' x 8' workstation (48 square feet).

2.2.2.4. Individual employee productivity and morale is paramount in determining office layouts. Therefore, clustering of workstations into open working groups is discouraged as it detracts from individual productivity and requires approximately 20 to 25% more floor space to accomplish. If desired, and if floor space permits, a team approach to organizational layouts will be designed. However, this space must come from the organization's total space allocation and could impact the size of the employees' workstations and ability to design conference rooms and miscellaneous areas. It is 88 ABW/CECH's experience that groups can easily work together in a standard office configuration with adequate conference room facilities.

2.2.2.5. Individual workstations are designed to meet requirements of the type of work to be performed. The "typical" stations are similar and can support a variety of functions, the only condition being whether they are technical or clerical. Only those changes or reconfigurations considered absolutely essential to the mission can be made. They must be documented on AFMC Form 1030 per paragraph 2.1.3.

### 3. Procedures for Processing Office Reconfiguration Requests. (The Move Package)

3.1. The move package consists of one copy of DMATS-D Form 1070, **DMATS-Dayton Communications Service Requirement**. Final furniture layouts to support the DMATS-D Form 1070 requirement need to be provided to the Communications Management Officer (CMO) when approved. Also included in the move package are two copies of WPAFB Form 1474, **Request for Moving Services**; and a memo to 88 ABW/CECH stating the date that the LAN Help Desk was contacted and the ticket number. The using activity is responsible for preparation of AF Form 9, **Request for Purchase**, for moving all leased, contractor owned or large and unwieldy machines\_(such as electric rotary files). Approval of the office redesign and estimated start date must be obtained from 88 ABW/CECH prior to processing the AF Form 9.

3.2. Send the complete move package to 88 ABW/CECH as soon as possible but at least 6 weeks before the move is required. Lead time for communications requests can exceed 60 days if new equipment is required. An AF Form 332, **Base Civil Engineer Work Request**, may be required if electrical work or other facility modifications are required. Lead time for BCE Work Requests can range from 1 to 12 months, depending on the scope and mission requirement. This lead time must be considered when requesting the office redesign. After reviewing and approving the work, 88 ABW/CECH sends the facility work requests to 88 ABW/CEM. 88 ABW/CECH coordinates with the using activity and the support activities in establishing a schedule of moves, LAN, telephone installation, and facility work according to priority.

### 4. Preparation for Moving (Activity Being Moved)

4.1. Turn in excess office equipment before the scheduled move. Excess conventional equipment will be turned in to Base Supply by the organizational equipment custodian. In addition, clean out files and discard unnecessary items before moving.

4.2. The using activity is responsible for packing contents of freestanding files, supply cabinets and desks in cardboard boxes.

- 4.3. For moves involving systems furniture, the using activity is responsible for packing contents of the stations in cardboard boxes with the new station number indicated on the outside. All systems furniture should be left clean and in move-in condition.
- 4.4. When systems furniture workstations will be reconfigured, keys should be left in the appropriate furniture component lock. All excess keys should be turned in to the organizational focal point. Each focal point is responsible for maintaining and redistributing systems furniture workstation keys in his or her designated area.
- 4.5. Appoint two persons as contacts for each phase of the move, one at the old location and one at the new location (with a copy of the floor plan).
- 4.6. Brief affected personnel before the move to prevent delays and unnecessary interruptions.

### ***Section B— Communication Requirements***

**5. Policy.** Each Directorate and Command Staff Office will designate a primary and alternate Telephone Service Officer (TSO) to review and coordinate all their communications requirements. TSO responsibilities are outlined in the Defense Metropolitan Area Telephone System (DMATS) Directives 1 through 9 to standardize procedures for satisfying an organization's communications needs. The name, office symbol and phone number of each TSO will be provided to the 88 CG/SCXP.

**6. Requests For Communications Service.** Each request should be accurate, fully justified, and understandable before sending to the Communications Management Officer (CMO), 88 CG/SCXP. For further guidance on these procedures refer to the DMATS Directives or contact the CMO, ext. 46453, who can answer questions and provide assistance.

- 6.1. Changes to the HQ AFMC red switch requiring only software changes (e.g., change of access authority, speed dial, button configuration, etc) are submitted to 88 CG/SCXP on a DMATS-D Form 1070. 88 CG/SCXP will send the form to DMATS-D.

### ***Section C— Building Modifications And Alterations***

#### **7. Policy.**

- 7.1. Maintenance, Repair, Alterations, and Modifications:

- 7.1.1. The shortage of operation and maintenance funds for building modification or alteration requires that such work be held to the absolute minimum required for mission accomplishment.

- 7.1.2. Work to be done is set up according to the following priority ranking per AFR 85-1:

- 7.1.2.1. Immediate mission requirements to prevent operational stoppages.

- 7.1.2.2. Elimination of hazardous conditions.

- 7.1.2.3. Immediate maintenance and repair requirements.

- 7.1.2.4. Improvement of operational efficiency.

- 7.2. Sources of natural and artificial light, ventilation, electricity, and communication service are considered for proper location of work areas. Well-planned alterations and modifications generally enhance efficiency, and materially contribute to the productivity and morale of personnel.

**8. Preparation of Facility Work Order Requests.** Prepare an AF Form 332 for minor construction and alteration and forward to 88 ABW/CECH for processing. Include a clear, concise description of the work required, required completion date, and a justification for need to include mission impacts if not done by required date. When work is of a complex nature, a detailed sketch drawn to scale must accompany the request. Equipment support work requests will be user funded.

**9. Requesting Routine Maintenance and Repair Work.** Request minor maintenance and repair of facilities, and report custodial deficiencies by telephone to 88 ABW/CECH, 73318. Request repair to systems furniture by submitting an AFMC Form 1030 to 88 ABW/CECH. Attachment 1 outlines actions required by the requester and by 88 ABW/CECH.

#### *Section D— Systems Furniture Furnished Areas*

**10. Responsibility for Maintenance.** Each Directorate is responsible for inspecting their systems furniture installation to ensure compliance with this HOI. Procedures should be established for regularly scheduled inspections in each Directorate to make sure these instructions are followed

##### 10.1. Posting Information/Signs/Pictures.

10.1.1. No hooks, hangers, or other devices are to be stuck into the fabric-covered panels. Only the tackboards provided in the workstations and aisles may have thumbtacks placed into them.

10.1.2. Only appropriate material and calendars may be hung from panels or walls. Displayed materials must have a professional appearance and be in good taste. Plastic hangers that hook over the top of the panels or that hook into the standards of the panels will be the only devices used to suspend these items.

10.1.3. Unframed material such as notes, telephone lists, or organizational charts may only be posted on individual workstation tackboards or aisle tackboards. The fabric-covered panels of the workstations ARE NOT to be used to post material.

10.1.4. Tape, glue, decals, or other sticky items won't be used on any wall, panel, door, systems furniture component, chair, or associated government equipment. Double sided tape may be used to install LAN tap boxes to the furniture bases.

##### 10.2. Displaying or Storing Items.

10.2.1. Nothing will be displayed, placed, or stored on the top of files, safes, bookcases, and systems furniture components with the exception of safe sign-off sheets (and plants where appropriate).

10.2.2. Plants, their pots and hangers, must be neat, well maintained, and in good condition. Uncared-for or overgrown plants are not acceptable. Decorative table and floor plants must be managed in the same manner.

##### 10.3. Individual Workstations.

10.3.1. In support of energy conservation efforts, workstations task lights should be turned off when away from your desk and at the end of the duty day.

10.3.2. Each lockable workstation component is equipped with two keys. One set of keys is labeled with the workstation number and kept by the first-line supervisor. The other set is for the

workstation occupant. A master key for the workstation components is held by 88 ABW/CECH. When the occupant vacates the workstation permanently, the keys must be returned to the first-line supervisor.

10.4. Electrical Circuits. Three electrical circuits are normally available in each workstation; however, each circuit is shared by several stations. If a circuit becomes overloaded, adjust the electrical load in the area by balancing the usage among the outlets which are imprinted with I, II, and III or a, b, and c circuits. Use of electrical space heaters is not authorized. These result in overloaded circuits, tripped circuit breakers, and use too much energy.

10.5. Systems Furniture Use and Configuration.

10.5.1. No one may change, adjust, or cannibalize components or panels. The overall systems furniture design must remain in the fixed, approved configuration until 88 ABW/CECH makes a change. 88 ABW/CECH must maintain absolutely accurate records of all components for inventory purposes. Offices or individuals who attempt to move or change their workstations may be held liable for any damage or cost incurred by the government as a result of their actions. Systems furniture and associated freestanding furniture will not be removed from the facility.

10.5.2. "Standard" or conventional GSA-style furniture must not be introduced or intermingled with systems furniture without 88 ABW/CECH's approval.

10.5.3. Acquisition and turn-in of freestanding furniture (e.g. chairs, tables, lateral files, etc.) is the responsibility of each Directorate's equipment custodian.

10.5.4. Any systems furniture parts or components that become excess because of relocations or reconfigurations will revert to the management and control of 88 ABW/CECH.

10.5.5. Any new systems furniture buys for the HQ Complex must be coordinated with 88 ABW/CECH to assure continuity with the manufacturers and brands of furniture currently installed in the HQ Complex.

## ***Section E— General***

### **11. General Work Areas/Conference Rooms.**

11.1. Offices containing common areas are responsible for keeping the areas orderly and for scheduling conferences.

11.2. Each branch is responsible for turning off lights in their area at the end of the day.

11.3. The first-line supervisor should be contacted if a key for an area door is needed for weekend or after duty-hour access.

11.4. No dual action door locks will be installed in accordance with the Life Safety Code, NFPA 101.

### **12. Hospitality Stations.**

12.1. Office hospitality appliances and like items are personal rather than government-furnished equipment. Stands and cabinets for these appliances should be obtained through private sources. These items are to match the refurbished decor.

12.2. Office hospitality stations (for group use of coffee and/or water services, microwave oven, refrigerator, etc.) shall be incorporated using matching workstation panels and worksurfaces. Each major office area should centrally locate a station for use by three-letter organization or offices of 40+ personnel. Hospitality stations should be no more than 36 square feet unless incorporated with other centralized office services (mail, paper/package management, fax, etc.)

12.3. Offices are responsible for keeping their coffee stations clean at all times.

12.4. Because of the load they place on the electrical system, only one coffee maker is allowed per circuit. For energy conservation, organizations will centralize coffee stations. Contact 88 ABW/CECH at 73318 for electrical circuit check for the stations.

**13. Cleaning.** General cleaning such as vacuuming carpet and dusting furniture is the responsibility of contracted custodians; however, each person should periodically wipe work surfaces and other nonfabric surfaces with mild soap and warm water to maintain a good appearance. Any spills on carpet or fabric-covered surfaces should be reported immediately to 88 ABW/CECH (73318), who is also the point of contact for other cleaning or trash-removal problems.

### *Section F— Displays And Signage*

**14. Policy.** The public areas of the buildings, such as restrooms, hallways and lobbies, must be kept neat and orderly. For this reason, nothing will be posted or displayed in these areas that doesn't conform to instructions contained in this Section. 88 ABW/CECH will remove or direct the removal of any items that do not conform.

**15. Office Identification Signs.** These signs are authorized for Directorate or Command Staff Offices; two-, three-, and four-letter offices (Landmark Signs); and workstation name plaques as described in Attachment 2 to this HOI. Additional blank signs can be obtained from 88 ABW/CECH. Any changes required to these signs can be obtained from the 88 CG Multi Media Center using an AF Form 833, Request for Audiovisual Services; or Directorate signs may be changed using self help equipment located within 88 ABW/CECH. If Directorate or Landmark signs require a change, contact 88 ABW/CECH, 73318, to have signs removed from frames or taken down from the ceiling and reinstalled after the change.

### **16. Displays and Signs.**

16.1. Temporary displays (which promote the Command mission) and neat signs such as those announcing blood drives, Combined Federal Campaigns, etc., may be permitted by obtaining written permission from 88 ABW/CECH. Request for approval should contain the point of contact, desired display date, location and a diagram if applicable. These displays shall not be hung on walls. Displays must be placed on easels or posted on bulletin boards.

16.2. Notices of retirement lunches, Christmas parties, white elephant sales, bake sales, etc., shall not be displayed in any public area of the facility.

16.3. Long term displays in the hallways will be accomplished on a very limited basis and may be permitted by obtaining written permission from the Command Architect, HQ AFMC/CEPD. Request for approval will be processed through 88 ABW/CECH. Displays specific to a Directorate may not be hung in public hallways, but may be placed within the Directorate's office area.

**17. Form Prescribed.** AFMC Form 1030 is prescribed.

TAD A. STANLEY, Colonel, USAF  
Deputy Command Civil Engineer



**Attachment 1**  
**FLOW CHART**

REQUESTING ORGANIZATION	TYPE OF SERVICE REQUIRED	EXAMPLES	INITIATING ACTION	PROCESS
All units occupying space in bldgs 262 and 266	Emergency service calls	Broken utility lines, no electricity; critical safety hazard	Telephone 88 ABW/CECH, 7-3318	CECH logs the request and reviews for duplication; notifies appropriate 88 ABW agency for action, and documents on service log
	Routine Maintenance Request	Floor tile replacement; light ballast		
	Janitorial Service Complaint	Waste Baskets not emptied; floors need cleaning		CECH contacts janitorial service office and documents on service log
	Building Modification/ Alteration	Add door; build wall; install electric outlet	Send AF Form 332 to 88 ABW/CECH	CECH reviews request for essentiality; approves/ disapproves; retains one copy and forwards four copies to 88 ABW/CEM
	Communication Services	Telephones; comm and intercom requests	Send one copy of DMATS-D Form 1070 to 88 CG/SCXP	SCXP reviews request for essentiality; approves/ disapproves; logs request; retains one copy and forwards to DMATS-D
	Systems Furniture Repair	Drawer won't glide, lock won't work	Send one copy of AFMC Form 1030 to 88 ABW/CECH	CECH initiates work order for repair
	Systems Furniture Changes/ Reconfiguration	Move panel or shelf; redesign area	Send one copy of AFMC Form 1030 to 88 ABW/CECH	CECH will review request for essentiality; approves/ disapproves; initiates work order for reconfiguration or redesign

**Attachment 2****AUTHORIZED SIGNAGE WITHIN HQ AFMC FACILITIES**

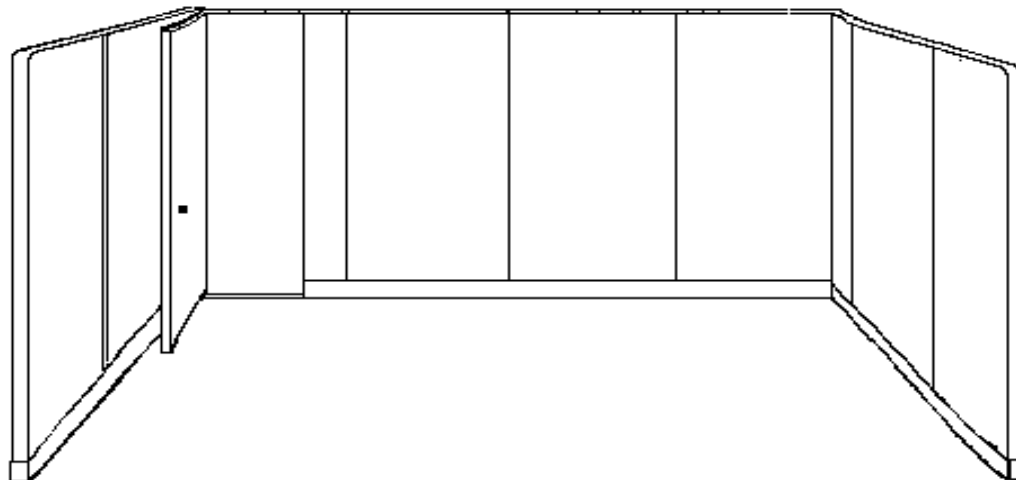
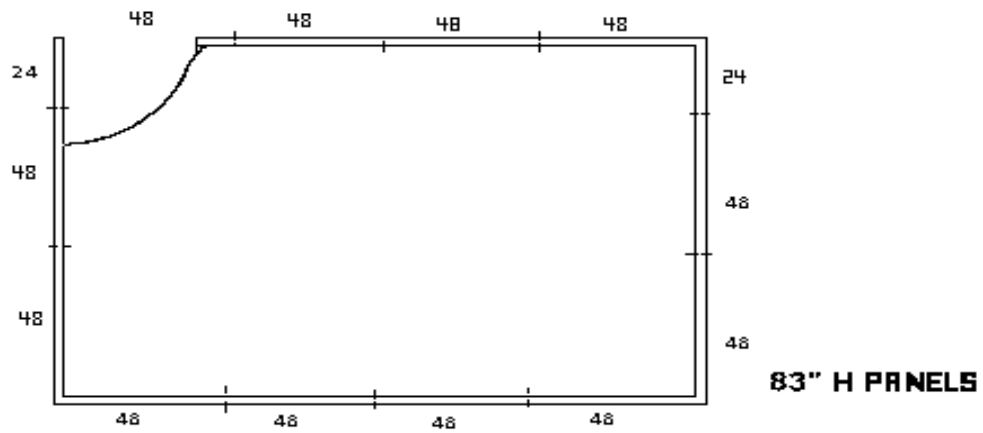
1. HQ AFMC Directorate and Command Staff Offices (two-letter), three-letter offices reporting directly to the Commander (e.g., CCV and CCG) , and Agency Director level office (when approved by 88 ABW/CECH). These signs will consist of an 18 by 18 inch wall mounted acrylic sign with white subsurface lettering. The sign will contain the two letter office symbol, AFMC shield, and the title and name of the Director, Deputy Director (if applicable) and the Executive Officer, and the door number, and will be located in the main hallway of the facility. Space permitting, the organizational symbol will be in 2 inch lettering, the Title and Name will be in 5/8 inch lettering, the room number will be in 1 1/4 inch lettering. Lettering font will be Helvetica Medium. A 4 1/2 inch HQ AFMC shield will be affixed to the upper right hand corner of the sign.
2. Two-, three-, and four-letter office. These Landmark signs will consist of a 12 by 30 inch ceiling or panel mounted landmark sign with black subsurface lettering which will be located within the office area. The organizational symbol will be in 4 inch lettering, and the organizational title will be in 1 inch lettering. Under no circumstances will landmark signs be hung in the main hallways of the facility.
3. Other Hallway Signage. Signage identifying room numbers will consist of a 2 1/4 inch x 7 inch wall mounted acrylic sign with white 3/4 inch subsurface lettering. Signage identifying conference rooms will consist of a 7 inch x 7 inch wall mounted acrylic sign with white 5/8 inch subsurface lettering.
4. Workstation Name Plaques. Each workstation is equipped with a panel-mounted name plaque. This plaque identifies the occupant of a workstation and should be placed in a position to be easily read by passers-by. Standardized name plates are attached to the name plaques. These identify the occupant by first and last name, and rank, if military. The second line of the name plate has the occupant's office symbol. If the occupant is a supervisor, the office symbol is preceded by the word "CHIEF" and a dash. Each Directorate should routinely consolidate new name plate requirements and submit them on a scheduled basis to make more efficient use of our graphics support. Enter the following instructions in block 1 of AF Form 833: "The following is a list of names and office symbols for name plates with self-adhesive backs. These should be printed in blue lettering on silver background with the name on the first line and the office symbol on the second. Each line of the nameplate should be centered. Each name plate should be 9.5 inches long and 1.25 inches wide. Lettering must be uppercase, with the exception of names such as McBETH which requires a combination of uppercase and lowercase letters. All lettering will be bold with the exception of the word "CHIEF". Names will be printed in 48-point letters. Office symbols and the word "CHIEF" will be printed in 24-point letters.
5. Requests for specialized signage (e.g., controlled access intercom listings, etc.) must be submitted to 88 ABW/CECH for approval.

Attachment 3

TYPICAL WORKSTATIONS

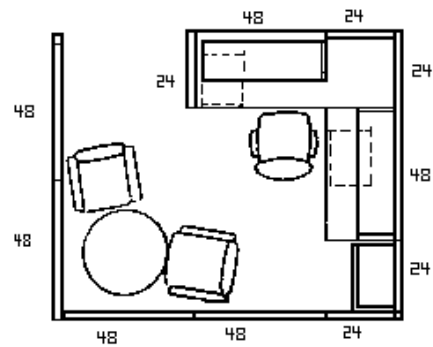
# TYPICAL WORK STATION **A**

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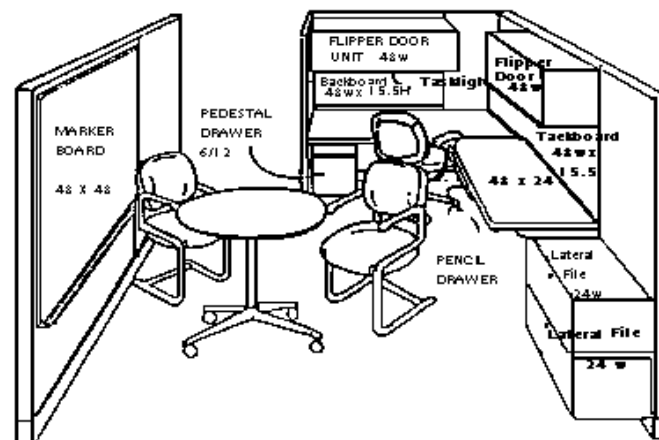




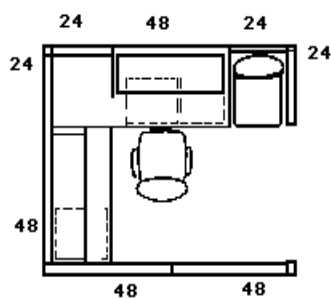
## TYPICAL WORK STATION C



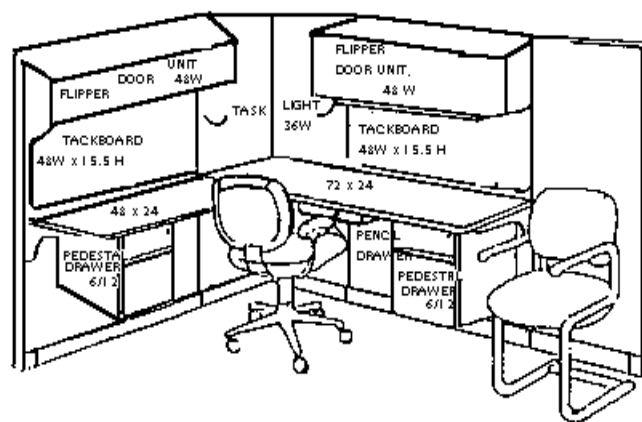
## 65" H PANELS



# TYPICAL WORKSTATION



65" H PANELS



# TYPICAL WORK STATION J1

